

**POSITION SPECIFICATION**

**FOR**

**EXECUTIVE DIRECTOR**

**OF THE**

**NEW YORK INTERNATIONAL ARBITRATION CENTER, INC. (“NYIAC”)**

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**The Position in Brief:** This is an opportunity to be a leader in the launch of a new arbitration organization dedicated to promoting New York City as a venue for international arbitration. Supported by over 30 of the leading law firms in New York City, this position offers a unique platform to help shape the organization as it grows and to represent New York in international circles.

**The Organization:** The New York International Arbitration Center, Inc. (NYIAC) was established in 2012 to promote and support New York as a venue for international arbitration.

New York is currently one of the world’s leading venues for arbitration. NYIAC’s goal is to maintain and enhance New York’s position in today’s competitive arbitral venue environment.

NYIAC will engage in a number of focused activities designed to support its goals, including: a) offering a neutral hearing space for the conduct of arbitrations in Midtown Manhattan, b) informing the global legal community about the benefits of New York as an arbitral venue, and c)

educating users about the singularly sound, well-developed New York law for commercial and other transactions.

NYIAC will not administer arbitrations or provide rules for the conduct of arbitration. NYIAC will welcome the utilization of its hearing and conference facilities for hearings, mediations and conferences in New York in connection with ad hoc arbitrations as well as cases administered by recognized dispute resolution organizations based around the world.

NYIAC is based in New York City where, commencing in mid-2013, it will operate an independent arbitration hearing and conference center in a new, state-of-the-art facility located at 150 East 42d Street (the "NYIAC Center").

NYIAC is a New York not-for-profit corporation that will rely on revenues from the operations of the NYIAC and, in its early years, on substantial financial commitments received from over 30 of the leading law firms in New York City. NYIAC seeks to achieve financial self-sufficiency by calendar year (CY) 2015.

## **The Position**

<b>Title</b>	Executive Director
<b>Location</b>	New York City, NY
<b>Reporting Relationships</b>	The Executive Director will report to the Executive Committee of the Board of Directors of NYIAC. Day-to-day, the Executive Director will report to the Chairperson of the Executive Committee.
<b>Principal Responsibilities</b>	The role of the Executive Director will evolve over time.

### Phase One: The Start-Up / CY 2013

In CY 2013, the Executive Director will help the Executive Committee develop a structure and procedures for the day-to-day operation of the NYIAC Center, and to launch the NYIAC Center in mid-2013. In that connection, he/she will:

- Assist with the launch of the NYIAC website and all aspects of the opening of the NYIAC Center in mid-2013;
- Help establish quality control procedures over the provider(s) of reservation and all hearing support services at the NYIAC Center;
- Monitor and report to the Executive Committee regarding the performance of service providers and the satisfaction of users of the NYIAC Center and services;
- Assist in developing and promoting and take charge of implementing all programs at the NYIAC Center; and
- Manage on a day-to-day basis a cooperative arms-length relationship with the American Arbitration Association, the landlord from which NYIAC will be subleasing space for the NYIAC Center.

### Phase Two: Consolidation and Expansion / CY 2014

In Phase Two, the Executive Director will:

- Help to shape and then lead in the execution of a strategic plan designed to place the NYIAC Center on a financially self-sustaining basis by CY 2015;
- Encourage participation and cooperation in NYIAC's activities among volunteers from the supporting law firms and others in the arbitration community;

- Develop and maintain relationships with other dispute resolution organizations to promote utilization of NYIAC's facilities and to coordinate joint activities;
- Act as an ambassador and spokesperson for NYIAC in national and international arbitration conferences and facilitate NYIAC participation at such conferences;
- Act as an effective spokesperson for NYIAC to promote the selection of New York as an arbitral form for international contract disputes;
- Manage the financial health and growth of the NYIAC organization;
- Identify, negotiate, nurture and actively pursue new sources of revenue for NYIAC, which may include applications for grants;
- Assist the NYIAC Website Committee in maintaining an up-to-date and informative website presence for NYIAC, and closely supervising any related service provider(s);
- Organize additional activities for NYIAC, such as programs, events, trainings and newsletters, as may be agreed with the Executive Committee;
- Comply and monitor compliance with all governance requirements including all requirements to establish and maintain 501(c) (6) not-for-profit status;
- Direct operations within the guidelines established by the Executive Committee. Monitor and keep the Executive Committee fully informed regarding all operations of the organization and any trends, events or emerging issues in the delivery of arbitration-related services that might impact on NYIAC's success;

- Assist the Executive Committee in developing specific procedures, programs, budgets and policies, and ensure proper implementation;
- In conjunction with the Finance Committee, develop the annual budget, implement measurement guidelines to analyze and report performance to the Executive Committee on a current basis, and achieve the annual financial objectives of the business plan; and
- Provide continuing leadership to ensure that the mission of NYIAC is achieved.

Phase Three: Leading the Future / CY 2015

In Phase Three, NYIAC will be a well-established organization, and the Executive Director will:

- Continue to perform all Phase Two functions; and
- Operate the NYIAC Center on a self-sustaining basis.

## The Candidate

### **Education / Experience**

Candidates should have a law degree and experience in arbitration or in the provision of related services. Admission to practice in New York would be desirable but not a pre-requisite for candidates with substantial work experience in international arbitration.

### **Qualities**

The successful candidate will have the following attributes:

- Professional integrity and a record of excellence;

- An understanding of international arbitration and an interest in developing into a thought leader in arbitration and other forms of alternative dispute resolution (ADR);
- A track record of leadership, including an ability to help focus and coordinate collaborative efforts among busy volunteers and to develop practical, collaborative institutional relationships with like-minded organizations;
- The personal qualities needed to promote and gain acceptance of a start-up organization in an established community;
- Excellent verbal and written communication skills;
- A creative marketing/entrepreneurial/sales/financial mindset; ability to identify opportunities and act accordingly;
- An ability to think in strategic terms, to anticipate challenges and trends impacting NYIAC, and in tactical terms, to achieve defined goals in a specified time frame;
- A flexible and informal, roll-up-the-sleeves approach to the work as needed to achieve results;
- Comfort in dealing with international businesses and across multiple cultures;
- A self-confident, energetic personality; and
- Willingness to travel in the US and abroad.

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**Compensation**

A compensation package commensurate with experience, including typical benefits, will be negotiated with prime candidates. The successful candidate may also be entitled to

a discretionary annual bonus based on NYIAC's financial performance and other quantitative and qualitative variables.

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**Contact:**

No later than February 11, 2013, please provide a detailed resume/CV, desired salary range and a letter explaining in detail your interest in the Executive Director position and your long-term professional objectives, by email to:

[info@NYIAC.org](mailto:info@NYIAC.org)